

**To:** Terada, Calvin[Terada.Calvin@epa.gov]; Clark, Josie[Clark.Josie@epa.gov]  
**Cc:** McLeod, Julianne[McLeod.Julianne@epa.gov]; Smith, Sharon[smith.sharon@epa.gov]  
**From:** Johnson, Jennifer S.  
**Sent:** Fri 8/14/2015 8:19:35 PM  
**Subject:** FW: Managing Staff Deployments

Hey guys,

We received an offer for some experienced help with the admin work associated with these deployments.

Jennifer Johnson

Regional Emergency Operations Center

Finance Support Section Chief

206-553-8037

**From:** McLeod, Julianne  
**Sent:** Friday, August 14, 2015 1:16 PM  
**To:** Johnson, Jennifer S.  
**Subject:** RE: Managing Staff Deployments

If you need admin support, I am a GS 9 administrative assistant. I worked in Emergency Management with the Corps of Engineers for 2 years and worked Hurricane Katrina and deployed for 4 years in Iraq and Afghanistan. I will be glad to support the team.

Julianne McLeod

Executive Office Manager

Office of Air, Waste, and Toxics

Region 10, U.S. Environmental Protection Agency

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Mail Stop AWT 150

Seattle, WA 98101

(206) 553-1491

Cell Personal Phone/Ex. 6

**From:** Johnson, Jennifer S.

**Sent:** Friday, August 14, 2015 1:09 PM

**To:** R10-Travel Preparers; R10-Timekeepers Mail Group

**Cc:** Ryan, Scott; Carriveau, Jeanette; Harmon, Russell; Alexander, Jean; Terada, Calvin; Moon, Wally; Field, Chris; Smith, Sharon; Adams, Wendy; Williamson, Ann; Magorrian, Matthew; Anderson-Carnahan, Linda; Dalrymple, Anne; Hastings, Janis; Castanon, Lisa; Fleming, Sheila; Psyk, Christine; Davies, Lauris; R10-ANALYSTS Mail Group

**Subject:** Managing Staff Deployments

Good afternoon,

As you may know the Region is assisting R8 and R9 on several emergency responses as this time (Gold King Mine, Typhoon Soudelor.) We are anticipating that more staff may be asked to deploy through the Response Support Corps and want to make sure that we track the travel and timekeeping for the different responses accordingly. To help manage this, we are asking that any travel related to deployments be done by Sharon Smith in ECL.

Accounts for timekeeping will be incident specific and guidance will be provided as deployment decisions are made. Feel free to let me know if you have any questions.

Jennifer Johnson

Regional Emergency Operations Center

Finance Support Section Chief

206-553-8037